



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMSW-POL-ZA

10 January 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #7 – The Army Memorial Program

1. Reference. Army Regulation 1-33, The Army Memorial Program, 30 May 2006
2. Purpose. Provide guidance and establish responsibilities in support of the memorialization of distinguished deceased persons.
3. General. AR 1-33 contains regulatory guidance for the Army Memorial Program. This policy memorandum provides guidance for processing request(s) that are within the approval authority of the Garrison Commander or if the request must be routed to a higher headquarters as directed by AR 1-33.
4. Applicability. This policy pertains to all US Army Garrison activities and tenant units for which the Garrison Commander has approval authority to memorialize.
5. Policy. A Fort Polk Memorialization Board is established for the purpose of memorializing buildings, rooms, grounds, facilities or other eligible areas authorized by reference a.
 - a. The Board will consist of the following members:
 - (1) Garrison Commander, US Army Garrison, Fort Polk, President
 - (2) Deputy to the Garrison Commander, Member
 - (3) Director, Plans, Training, Mobilization and Security (DPTMS), Member
 - (4) Director, Morale, Welfare, and Recreation, Member
 - (5) Director, Civilian Personnel Advisory Center, Member
 - (6) Director, Public Works, Member
 - (7) Installation Historical Officer, Member
 - (8) Representative of unit/organization requesting memorialization
 - (9) Director Human Resources/AG, Recorder, Non-voting Member

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6. Procedures.

- a. The Board will meet at the call of the President.
- b. Request(s) for memorialization of new construction should be submitted sufficiently in advance to ensure that suitable lettering and plaques may be incorporated into the project.
- c. The memorialization of existing structures or facilities will be accomplished in a manner which best blends with the facility itself and other nearby facilities. The Director of Public Works will be responsible for providing advice from an architectural standpoint.
- d. The organization/unit or activity seeking the memorialization action will be responsible for all costs pertaining to the memorialization to include the plaques.
- e. In addition to exterior memorialization, the interior of the building will contain an appropriate plaque bearing information about the individual memorialized.
- f. The name of the facility to be memorialized will be approved or disapproved by vote of the board and concurrence of the Garrison Commander. The criteria by which the request/nomination will be evaluated are those set forth in paragraph 2-2, reference a.
- g. The Historian, US Army Garrison will avoid duplicate memorialization by coordinating with Headquarters, Department of the Army, Casualty and Memorial Affairs Operations Center.
- h. Request(s) for memorialization will be forwarded through the chain of command to the Commander, US Army Garrison on a memorandum and will include:
 - (1) The name, grade or rank, branch of service, and social security number of the deceased person.
 - (2) A biographical sketch.
 - (3) Outstanding achievements which form the basis for the recommendation.
 - (4) Type of memorial recommended. (See para 2-7, AR 1-33)
 - (5) Specific street, building, facility, or project recommended as a proper memorial.
 - (6) Data to support association of the person with the installation or project.
- i. The distribution of approved actions will be as prescribed in paragraph 2-4, AR 1-33.

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7. The point of contact for the policy memo is the Directorate, Human Resources/AG, 531-9681.



DAVID G. SAGE
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